

REQUEST FOR SPECIAL ADVANCE INSTRUCTIONS
LIBRARY SERVICES AND TECHNOLOGY ACT – PL 108-81, AS AMENDED
FFY06 PROGRAM FUNDS – SOUTH CAROLINA STATE LIBRARY
SUBMIT ONE COPY TO LSTA COORDINATOR

NOTE: *All advances, with the exception of personal services, require prior approval by the Institute of Museum and Library Services (IMLS) and by the SC State Library. (To submit a personal services advance request, use the "Personal Services Requisition" and "Personal Services Report" forms.)*

Contact the LSTA Coordinator before submitting an advance request for any need other than personal services. Final approval of special advance requests is at the discretion of the Chief Officer of the State's SLAA, Patti J. Butcher, State Librarian.

Due to complex federal requirements and additional payment processing procedures, only exceptional circumstances are considered for special advance LSTA payments.

Additional documentation is required and is requested only after consultation with the State Librarian.

Sub-Grant Project Title. Indicate the title you have given to your project.

Name, Address, telephone number and E-mail of (a) Applicant (b) Project Administrator (c) Fiscal Officer (**NOTE:** *Applicant is the library, agency, organization or other qualifying institution submitting the proposal.*)

- I. **Sub-grantee Name:** This is the name of the entity receiving the grant indicated on the award contract. **Date:** This is the date of the award indicated on your award contract.
- II. **Project Administrator, Phone, E-mail:** This is the staff member that is responsible for managing the project on a day-to-day basis, responsible for preparing reports, and serving as the project contact person. Notify State Library of any changes.
- III. **Fiscal Officer, Phone, E-mail:** This is the staff member responsible for financial records of the project on a day-to-day basis and who serves as the contact person on financial matters. The Project Administrator and the Fiscal Officer may be the same in some situations.
- IV. **Total Award:** Indicate the budget (LSTA funds only) as granted or as changed per an officially approved request for a budget revision.
 - **Funds Expended to Date:** Indicate the total amount (LSTA funds only) expended as of the date the Request for Advance is being made.
 - **Funds Received to Date:** Indicate the total amount of LSTA funds (reimbursement and/or advance) already received from the State Library.
 - **Advance Requested:** Include the total of any LSTA funds needed in advance of expenditure. **Requests for advance payment should be limited to a sub-grantee's immediate cash needs and are not to exceed anticipated expenditures for a thirty (30) day period.** Advance payment requests covering a 90-day period may not exceed \$25,000.00. Complete a form for each (30) day period requested. Indicate the dates for the (30) day period.
 - **Total Amount Requested:** Indicate the total amount of LSTA funds needed from the State Library. This should be Funds Expended to Date (minus) - Funds Received to date (plus) + Advance Requested.

Signature: The library director, the project administrator or the fiscal officer must sign Requests for Advances.

Title: Indicate the title of the individual signing the form.

Date: The date the individual signed the form.